



SC-PAY GRADE 16

## **RESIDENT CONSTRUCTION PROJECT REPRESENTATIVE**

### **DUTIES AND FEATURES OF THE CLASS:**

The incumbent in this class performs a variety of expert technical tasks as the County Engineering Department's lead field representative. Responsibilities include construction administration and inspection which involve daily observation of contractor's work and site conditions. Work is performed primarily in the field and field office. Work is performed independently with general oversight of the Department Manager/Director or their designee. This position serves as the primary liaison between the Engineer and the contractor through all phases of the project.

### **EXAMPLES OF WORK:**

Reads and interprets permits, plans, specifications, and related contract documents; reviews submittals such as shop drawings and survey stakeout; inspects work, measures quantities and observes site conditions to ensure compliance with the project manual and related documents; prepares and maintains written correspondence, field logs, meeting minutes and technical reports; utilizes computer software to prepare/review estimates, schedules and requisitions; provides technical assistance to coworkers, contractors, consulting engineers and the general public; conducts field meetings to gather and disseminate information; oversees and facilitates complex tasks; participates in afterhours emergency work as needed; performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the principles and practices of civil engineering as well as the Standard General Conditions of Construction Contracts prepared by Engineers Joint Contract Documents Committee (EJCDC); knowledge of the County Code as well as State Department of Transportation (DOT), Department of Natural Resources and Environmental Control (DNREC) and Federal regulations; ability to perform mathematical calculations, read and interpret engineering and architectural drawings; ability to operate computer/office equipment with proficiency in creating letters, reports, spreadsheets and digital drawings; ability to establish and maintain effective working relationships with coworkers, contractors, consultants, Federal and State agencies and the general public; good professional judgment and strong work ethic; ability to routinely work extended hours and in extreme weather conditions.

**QUALIFICATIONS:**

Minimum of Associate Degree in Civil Engineering or related field; or five (5) years' experience in heavy construction including defined construction administration responsibilities; or NICET Level IV certificate or any equivalent combination of education and experience which provides the required knowledge, skills and abilities; excellent verbal and written communication skills; excellent customer service and organizational skills; proficient in Microsoft Office (Outlook, Word, Excel); AutoCAD and/or GIS-ESRI experience is preferred.

**ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- 35-hour work week (Monday-Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

8/2018